

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 1010CB

14 MARCH 2005

Manpower Standard

**COMBAT COMMUNICATIONS SQUADRON (CBCS)
COMMAND**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/XPME (Maj B. Cotton)
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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Communications Squadron (CBCS) Command function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. This standard applies to all Air National Guard (ANG) Combat Communications Squadrons with the exception of 114CBCS, 222CBCS, 224CBCS, 234CBCS, 244CBCS, and the 290CBCS. This standard does not apply to Combat Communications Groups. This standard does not apply to Combat Readiness Training Centers (CRTC's). This standard is applicable to peacetime operations only. The ANG is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the CBCS Command function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME / Operating Location TN [OLTN]), 3000 Handy Avenue, McGhee Tyson ANG Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. STANDARD DATA.

1.1. Approval Date: 14 March 2005.

1.2. Man-hour Data Source: A Staffing Pattern was used to determine the manpower requirement for this function.

1.3. Man-hour Equation: $Y = 1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Lt Col James S. Hutchinson and Maj William Stegemerten,
ANG/C4CC

1.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of one authorization. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AF - Air Force

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

FAC - Functional Account Code

FMB - Financial Management Board

MEP - Management Engineering Program

POD - Process Oriented Description

TDY - Temporary Duty

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
COMBAT COMMUNICATIONS SQUADRON COMMAND**

A2.1. Listing of Functional Processes.

TASK NO.	PROCESS
1.	MANAGEMENT:
1.1	DIRECTS ENTIRE SQUADRON.
1.2.	DEVELOPS DIRECTIVE.
1.3.	PROVIDES OVERALL GUIDANCE.
1.4.	REVIEWS REPORTS.
1.5.	RECEIVES AND ASSISTS VISITING OFFICIALS.
1.6.	INDOCTRINATES PERSONNEL.
1.7.	RATES PERFORMANCE.
1.8.	PREPARES PERFORMANCE REPORT.
1.9.	INDORSES PERFORMANCE REPORT.
1.10.	NOMINATES PERSONNEL FOR AWARD.
1.11.	IDENTIFIES MISSION REQUIREMENT.
1.12.	DEVELOPS TRAINING REQUIREMENT.
1.13.	INSPECTS FACILITY.
1.14.	SUPERVISES PERSONNEL.
1.15.	SCHEDULES PERSONNEL.
1.16.	COUNSELS PERSONNEL.
2.	MEETING:
2.1.	PREPARES FOR MEETING.
2.2.	CONDUCTS OR ATTENDS MEETING.
2.3.	CHAIRS FINANCIAL MANAGEMENT BOARD (FMB) MEETING.
2.4.	CONDUCTS COMMANDER'S STAFF MEETING.
2.5.	CONDUCTS WING COMMANDER'S CALL.
2.6.	CONDUCTS COMMANDERS MEETING.
3.	UNIT MOBILITY:
3.1.	IDENTIFIES MOBILITY RESOURCES.

TASK NO.	PROCESS
3.2.	EVALUATES UNIT READINESS.
4.	FORCE PROTECTION:
4.1.	MANAGES MISHAP PREVENTION.
4.2.	SUPERVISES INVESTIGATION OF ACCIDENT OR INCIDENT.
4.3	MANAGES RISK MANAGEMENT.
5.	TEMPORARY DUTY (TDY) TRAVEL:
5.1.	PERFORMS TDY TRAVEL.
5.1.1.	ATTENDS CONFERENCES.
5.1.2.	CONDUCTS TDY BRIEFINGS.
6.	UNIT TRAINING ASSEMBLY (UTA):
6.1.	CONDUCTS COMMANDER COORDINATION.
6.2.	COORDINATES TRAINING REQUIREMENTS.
6.3.	PREPARES FOR TRAINING.
6.4.	COORDINATES TRAINING FACILITIES.
7.	INDIRECT. Work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Combat Communications Squadron Commander	Communications and Information	033SX	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.